

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Dept. for Children and Families	9. Position Number K0041533	10. Budget Program Number 23303
2. Employee Name (leave blank if position vacant) Vacant	11. Present Class Title (if existing position) Human Services Counselor (Rehabilitation Counselor)	
3. Division West Region	12. Proposed Class Title	
4. Section Integrated Service Delivery	13. Allocation	
5. Unit Kansas Rehabilitation Services	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City:McPherson County McPherson	15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp 100%	16. Audit	
	Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM	17.Position Reviews Date: By:	

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position) This a professional rehabilitation counseling position within the Vocational Rehabilitation field program. This position negotiates and counsels clients, families and others to assist in affecting emotional adjustments to disabilities, to develop realistic rehabilitation plans and goals, to provide vocational guidance concerning training requirements, employment trends and opportunities.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Tim Wright

Title: PSE I

Position Number: K0224132

Who evaluates the work of an incumbent in this position.

Name: Tim Wright

Title: PSE I

Position Number: K0224132

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has wide latitude for carrying out responsibilities; the counselor uses the Rehabilitation Services Policy Manual, Procedure Manual and Operations Manual for interpreting the rules, regulations and policies. Instructions are provided verbally, in writing, and in choice of media. The PSE meets with the specialist at least monthly for a general outline of work to be performed.

d) Which statement best describes the result of error in action or decision of this employee.

( ) Minimal property damage, minor injury, minor disruption of the work flow.

(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

( ) Major program failure, major property loss, or serious injury of incapacitation.

( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties :)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable

accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E or M	
1.	30	E	<p><u>Comprehensive Diagnostic Study and Eligibility Determinations</u></p> <p>Conducts in depth counseling sessions with persons with disabilities to obtain information regarding medical and family history, social functioning, work experience, self perception, attitudes, financial resources, and vocational interests in order to assess each client's assets, and limitations, along with appropriate medical, psychological, and vocational diagnostic services. Explains services, guidelines, and client's rights and responsibilities.</p> <p>Collects, analyzes, and synthesizes medical, psychological, vocational records, and reports to determine the nature and severity of disabilities and resulting functional limitations. Confers with the Rehabilitation Program Administrator and /or Program Manager, Medical or Psychological Consultants, and other medical community providers regarding any aspects of medical, psychological or vocational information needing clarified. Determines eligibility within 60 days and develops an appropriate eligibility certificate which documents how the impairment and any other factors constitute a substantial impediment to employment and why vocational services are needed to enable the applicant to prepare for, engage in, or retain gainful employment.</p>
2.	20	E	<p><u>Formulation and Execution of the Individual Plan for Employment (IPE)</u></p> <p>Counsels with client to negotiate and develop an Individual Plan for Employment, placing emphasis on the determination and achievement of an appropriate vocational goal through client participation. Establishes objectives and services consistent with the vocational impediments described in the certificate of eligibility.</p> <p>Monitors the client's progress through the rehabilitation process and counsels clients in resolving a wide range of situations such as employer and co-worker relationships, housing accommodations, transportation needs, training program completion and adjustment to disability.</p>
3.	10	E	<p><u>Job Placement</u></p> <p>Facilitates suitable vocational placement and follow up in residential, sheltered and competitive employment settings. Interprets labor market data. Provides market information to clients and trains them in job seeking skills. Explains job incentives such as on the job training and tax incentives for employers. Coordinates jobs with Payment for Performance Providers. Meets agency production goals</p>
4.	10	E	<p><u>Financial Accountability</u></p> <p>Manages case service allocation to ensure quality and cost effective rehabilitation outcomes. Applies knowledge of state purchasing and procedures to maintain compliance for purchase of prosthetics appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer equipment, and other planned services. Utilizes knowledge of community resources and accesses other comparable benefits which is required by federal regulations to reduce rehabilitation costs. Utilizes services provided by state rehabilitation program, state contracts, and RS grants to maximize resources.</p>
5.	10	E	<p><u>Documentation and Closure Decision</u></p> <p>Organizes external source documents, such as medical records and vocational tests into a case file. Prepares printed narrative to document significant client contacts for the case file to establish a record of client progress. Establishes and records in the case file the rationale for case closure and that substantiates rehabilitation services were provided to achieve suitable employment. Documents client participation in the closure decision and client notification of appeal rights.</p>
6.	20	E	<p><u>Community Outreach</u></p> <p>Establishes and maintains liaison and provides technical assistance regarding disability and independent living through employment to clients, their family and support systems, community resources, businesses, government agencies, schools, health care facilities, attorneys, physicians, and social workers, to educate and advocate on behalf of persons with disabilities. Provides information about rehabilitation programs and services to same as above to stimulate appropriate referrals, to encourage client participation, and to establish a community support system. May conduct accessibility and job modification surveys for employers. Works closely with other SRS units in placing hard to service individuals in employment.</p>

\*The description of how to work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

While the employee is regularly monitored, the independent nature of the work could result in fraudulent misappropriation of agency resources if work is incompletely performed.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of the clients.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

There is infrequent contact with hostile clients. Established office policies and procedures dictate appropriate response to such situations and should minimize danger to the employee.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

State Vehicle (frequently used in field contacts)  
Personal computer used daily to meet paperwork demands  
Calculator used daily to monitor fiscal resources  
Telephone/Cell phone used daily to communicate with staff and others

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Vocational Rehabilitation Counselors are required to meet **one** of the following qualification standards.

Standard A: Master's degree in Rehabilitation Counseling

\*Standard B: Master's degree in Counseling with graduate courses in Theories and Techniques in Counseling

\* Standard C: A master's degree in **any** discipline with at least 18 hours as follows:

- > One graduate course with a primary focus on the Theories and Technique of Counseling.
- > Three graduate courses, each with a primary focus on one of the following areas; occupational information, job development and placement; medical aspects of disabilities; foundations of rehabilitation; psychological aspects of disabilities; or personal and vocational adjustments.
- > Two graduate courses, each with a primary focus on one of the following areas: assessment; research methodology; vocational and career development; community resources; case management or delivery of rehabilitation services.

Standard D: A current CRC certificate, regardless of degree

\*Candidates who have completed a master's degree but have not yet completed any or all of the graduate courses required under Standards B or C may be hired on the condition they agree to complete the necessary courses. Such courses and the time table for completing them will be identified through an approved, individualized professional plan. Employees may request funding and/or flexible work schedules in order to complete the education requirements. Agency funds and flexible work schedules will be granted depending on budget availability and agency caseloads.

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28. SPECIAL REQUIREMENTS:

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

- Seeking experience in rehabilitation counseling or related fields such as sociology, social work, psychology, education, special education or education of the deaf.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

The employee will comply with all safety/security procedures outlined in the RS Policy Manual. The employee will also follow all of the guidelines and policies established for the West region.

Signature of Employee	Date	Signature of Personnel Officer	Date
Signature of Supervisor	Date	Signature of Agency Head or Appointing Authority	Date